



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
MANPOWER AND RESERVE AFFAIRS
111 ARMY PENTAGON
WASHINGTON DC 20310-0111

December 7, 2001

MEMORANDUM FOR SEE DISTRIBUTION
SUBJECT: Restoration of Annual Leave

The restoration of forfeited annual leave is permissible when the employee was prevented from using scheduled leave in a timely manner by exigent circumstances. In order to restore annual leave, the determination must be made that there existed an exigency of major importance and that this exigency was the basis for preventing the employee from using leave to avoid forfeiture. This determination must be made by the duly delegated authority in accordance with the regulatory requirements of 5 C.F.R. § 630.305.

This authority is delegated to:

- a. The Administrative Assistant for all departmental and field elements of the Office of the Secretary of the Army and joint DoD activities serviced by that office.
- b. The head of each independent reporting activity.
- c. Through major Army Commanders to Installation Commanders.

This authority may be further delegated.

Where this policy impacts on bargaining unit members' conditions of employment, activities are reminded to meet their statutory and contractual labor relations obligations.

// Elizabeth B. Throckmorton signed for //

David L. Snyder
Deputy Assistant Secretary
(Civilian Personnel Policy)

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